

U.S. DEPARTMENT OF ENERGY
memorandum

DATE: May 15, 1981

REPLY TO: Christina Sprague
ATTN OF: Federal Energy Management Program

SUBJECT: Employee Energy Awareness Meeting

TO: Energy Managers

Enclosed is the finalized agenda for the Employee Energy Awareness meeting which the Federal Energy Management Program (FEMP) is sponsoring on June 9, 1981 at 9:00 a.m. in the Forrestal Auditorium, GE-086.

The purpose of the meeting is to review DOE's recently developed Employee Energy Awareness manual. We have revised the schedule so the meeting will now adjourn before lunch. Please be sure to extend this invitation to those individuals at your agency who are interested in Employee Energy Awareness programs.

Please call us by May 22, 1981 at 252-9467 to let us know the number of people who will be attending from your agency.

REVISED AGENDA

Employee Energy Awareness Meeting

9:00 a.m.: Registration

9:10 a.m.: Opening Remarks - Seminar Chairman
Paul G. Brumby, Acting Director, FEMP

9:15 a.m.: The Federal Role in Energy Conservation
Raymond Romatowski, Acting Under Secretary, DOE

9:30 a.m.: The Cost Effectiveness of Employee Energy Awareness Programs
Douglas Kenny, Manager, Public Relations, Gillette

10:25 a.m.: Introduction to the Federal Employee Energy Awareness Program Guide
Valerie Wood, FEMP

11:35 a.m.: Summary Remarks by Chairman

11:45 a.m.: Meeting Adjourned

Revised - 5-21-81

DOE F 1325.8
(7-79)

U.S. DEPARTMENT OF ENERGY
memorandum

DATE: March 5, 1981

REPLY TO
ATTN OF Christina Sprague, ^{CS}Federal Energy Management Program

SUBJECT: Update of the "Directory of Federal Energy Officials"

TO: Federal Agency Energy Managers

FEMP is in the process of updating the "Directory of Federal Agency Energy Officials" and we need your input.

Enclosed is your Agency's entry as it appears in the most recent Directory. If you have submitted changes since its publication, they have been noted. Please make any additional revisions on the enclosed sheet and return it to FEMP by April 1. If we do not receive any changes by that date, we will presume that your Agency's entry remains unchanged.

At the bottom of the sheet on which you submit your revisions, you will find an additional notation which concerns a special offer FEMP is extending to you. It is a one time only offer and supplies are limited! Last year FEMP distributed attractive 3" binders with "Federal Energy Management Program" printed in gold on its spine and cover to the Energy Coordinators. There are additional binders available and if you are in need of a FEMP notebook, we will be pleased to fill your request. Supplies are limited so we will attempt to distribute the binders in an equitable manner once all requests have been received.

Remember to submit the revision to the Directory by April 1. If you have any questions please contact me at 252-9467.

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